

# *City of Alexandria, Virginia*

## MEMORANDUM

DATE: JANUARY 12, 2013  
TO: TEAM MANAGERS  
FROM: MARVIN ELLIOTT, RECREATION REC MANAGER I  
SUBJECT: SPRING TEAM REGISTRATION INFORMATION FOR ADULT SPORTS

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Enclosed is registration information regarding the Department of Recreation, Parks and Cultural Activities Spring 2013 Adult Sports Volleyball, Kickball Softball & Soccer League Programs. Should you have any questions, please call the Adult Sports Office at 703.746.5409

- Each league has a posted deadline and maximum number of teams. League registration is closed on the posted deadline date, or if the maximum number of teams are reached prior to the posted deadline.
- Teams will be accepted when the following information and league fees, including nonresident fees, are received before the close of business on the deadline date:
  1. Team roster information must be prepared on the roster form provided. Returning teams must submit a new roster on the form provided within this package.
  2. Teams are required to submit an email address that can accept file attachments.
  3. Teams must submit two points of contact.
  4. Teams must submit payment by check or money order, no cash. **TEAMS MUST SUBMIT ONLY ONE CHECK PER TEAM.**

**Please Note:** Registration information may be submitted without player signatures, but a final roster with signatures must be filed in the Adult Sports Office prior to the first scheduled game.

- Leagues are formed by divisions, and are divided by skill level and the primary day of the week on which games are played. Although each division is scheduled to play on a specific weeknight, teams will be required to play on other nights for the scheduling of make-up games and play-offs.
- In the event the league, skill level, or night of week for which your team has registered is full or does not have enough registrations, recreation staff will contact the team manager. Team managers will be given the option to play in a different league, skill level or night of the week. The Department of Recreation, Parks and Cultural Activities reserves the right to place teams in a skill level based on past team performance. Teams will not be moved without first consulting the team manager.
- Team managers or a team representative is required to attend the preseason manager's meeting. **Please note the date of the managers' meeting on the registration information sheet.** Schedules will be distributed, and rules and regulations will be discussed. Meeting information, including schedules, will not be sent via fax, email or by mail to teams missing the manager's meeting.

**Department of Recreation, Parks and Cultural Activities**  
**1108 Jefferson Street**  
**Alexandria, Virginia 22314-3999**  
**703.746.5409 (Adult Sports Office) 703.746.5585 (Fax)**  
**[alexandriava.gov/recreation](http://alexandriava.gov/recreation)**

**Registration Priority Policy**

- Teams registering before the established deadline date for each sport league will be accepted, up to the maximum number of teams per league, as follows:

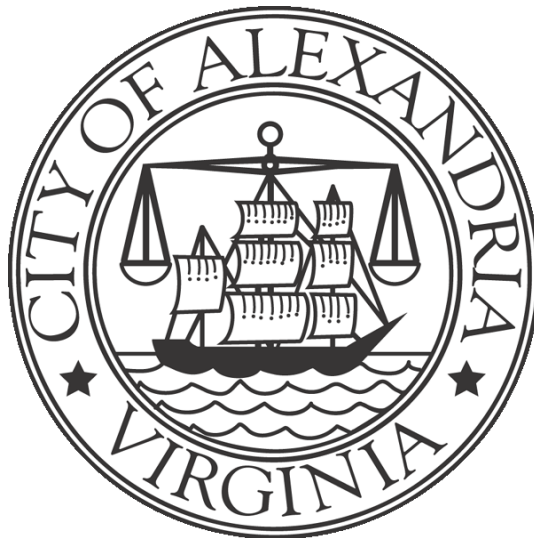
**First priority** will be given to teams comprising 60% City Residents;

**Second priority** will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and

**Third priority** will be given to all other teams.

- All teams, regardless of their affiliation, will be charged an additional \$25 per nonresident, over and above the established league fee.
- When the maximum team limit is reached before the posted deadline, registration will be closed.
- After the posted deadline date, teams will only be accepted if space is available. Teams registering under the First and Second Priority Classification must provide proof of residency or affiliation at the time of registration.

If you have any questions regarding residency, please refer to the Zip Code Chart, or call the Adult Sports Office at 703.746.5409.





**Department of Recreation, Parks and Cultural Activities**  
**1108 Jefferson Street**  
**Alexandria, Virginia 22314-3999**  
**703.746.5409 (Adult Sports Office) 703.883.4699 (Sports Hotline)**

## **2013 SPRING COED SOCCER INFORMATION**

**FRANCHISE FEE: \$750** (No cash accepted). Make checks or money orders made payable to "City of Alexandria".

**NONRESIDENT FEE: \$25** for each player living outside the City of Alexandria. Please see attached list of zip codes to determine residency.

**ROSTER:** Limited to a maximum of 13 men and 13 women, and a minimum of 6 of each. First priority will be given to teams comprising 60% City Residents; Second priority will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and Third priority will be given to all other teams. **ALL TEAMS MUST SUBMIT A NEW ROSTER FORM.**

**DEADLINE: Friday, March 15, 2013.** A team will not be accepted unless franchise fees, nonresident fees, and a team roster (with names, addresses and phone numbers) are all submitted by March 15. **Please Note:** A player who works in the City must still pay the nonresident fee if such player lives outside the City of Alexandria.

**LEAGUE PLAY: LEAGUE PLAY:** Starts week of March 25 and continues through early July (including playoffs).

**LEAGUE SCHEDULE:** 10 game regular season. Minimum of the top four teams in each division per night advance to the league playoffs.

**CHANGES IN ROSTER:** May be made through April 30. A \$25 nonresident fee must accompany the written change if an added player lives outside the City of Alexandria.

**EQUIPMENT:** Teams must furnish their own uniforms. All teams must wear matching colored shirts with numbers printed on the back. **Numbers may not be drawn on with permanent markers, pens, chalk or tape.** Players not wearing matching jerseys with numbers will not be eligible to participate. The home team is responsible for providing the game ball.

**LEAGUE FORMAT: Recreation and Competitive Divisions,** indicate the division on the roster form. *Both divisions will play on any given night, Monday through Friday.* Please Note: The Department of Recreation, Parks and Cultural Activities reserves the right to place teams in a skill level based on past team performance. Teams will not be moved without first consulting the team manager.

**MANDATORY MANAGERS MEETING: 7:00 p.m., Wednesday, March 20, 2013** at the Lee Center, 1108 Jefferson Street. **We require that all teams send one representative to the manager's meeting.**

**If you have any questions, please call the Adult Sports Office at 703.746.5409**





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## 2013 SPRING COED SOFTBALL INFORMATION

**FRANCHISE FEE: \$475** (No cash accepted). Make checks or money orders made payable to "City of Alexandria".

**NONRESIDENT FEE:** \$25 for each player living outside the City of Alexandria. Please see attached list of zip codes to determine residency.

**ROSTER:** Limited to a maximum of 13 men and 13 women, and a minimum of 6 of each. First priority will be given to teams comprising 60% City Residents; Second priority will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and Third priority will be given to all other teams.

**DEADLINE: Friday, March 15, 2013.** A team will not be accepted unless franchise fee, nonresident fees, and a team roster (with names, addresses and phone numbers) are all submitted by March 15. **Please Note:** A player who works in the City must still pay the nonresident fee if such player lives outside the City of Alexandria.

**LEAGUE PLAY: LEAGUE PLAY:** Starts week of March 25 and continues through mid July (including playoffs).

**LEAGUE SCHEDULE:** 10 game regular season. minimum of the top four teams in each division per night advance to the league playoffs.

**CHANGES IN ROSTER:** May be made through April 30. A \$25 nonresident fee must accompany the written change if an added player lives outside the City of Alexandria.

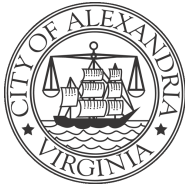
**EQUIPMENT:** Teams must furnish their own uniforms. Teams must provide one new (.44) 12 inch restricted flight softball per game.

**LEAGUE FORMAT: Recreation and Competitive Divisions,** Monday through Thursday. Indicate your preference of division and night of the week on your roster form. Please list your first 2 choices. All teams will play some games on Fridays. **Please Note:** The Department of Recreation, Parks and Cultural Activities reserves the right to place teams in a skill level based on past team performance. Teams will not be moved without first consulting the team manager.

**MANDATORY MANAGERS MEETING: 7:00 p.m., Thursday, March 21, 2013** at the Lee Center, 1108 Jefferson Street. **We require that all teams send one representative to the managers meeting.**

**If you have any questions, please call the Adult Sports Office at 703.746.5409**





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## **2013 SPRING COED KICKBALL INFORMATION**

**FRANCHISE FEE: \$400** (No cash accepted). Make checks or money orders made payable to "City of Alexandria".

**ROSTER:** Limited to a maximum of 13 men and 13 women, and a minimum of 6 of each. First priority will be given to teams comprising 60% City Residents; Second priority will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and Third priority will be given to all other teams.

**DEADLINE: Friday, March 15, 2013.** A team will not be accepted unless franchise fee, nonresident fees, and a team roster (with names, addresses and phone numbers) are all submitted by March 15. **Please Note:** A player who works in the City must still pay the nonresident fee if such player lives outside the City of Alexandria.

**LEAGUE PLAY:** Games will play on Monday April 1 and continues through mid June (including playoffs).

**LEAGUE SCHEDULE:** 10 game season. minimum all teams will advance to the league playoffs.

**CHANGES IN ROSTER:** May be made through April 30. A \$25 nonresident fee must accompany the written change if an added player lives outside the City of Alexandria.

**EQUIPMENT:** Teams must furnish their own uniforms.

**MANDATORY MANAGERS MEETING: 7:45 p.m., Thursday, March 21, 2013** at the Lee Center, 1108 Jefferson Street. **We require that all teams send one representative to the managers meeting.**

**If you have any questions, please call the Adult Sports Office at 703.746.5409**





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## 2013 SPRING MENS SOFTBALL INFORMATION

**FRANCHISE FEE: \$650** (No cash accepted). Make checks or money orders made payable to "City of Alexandria".

**NONRESIDENT FEE:** \$25 for each player living outside the City of Alexandria. Please see attached list of zip codes to determine residency.

**ROSTER:** Limited to a maximum of 26 and a minimum of 13 men. First priority will be given to teams comprising 60% City Residents; Second priority will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and Third priority will be given to all other teams. **ALL TEAMS MUST SUBMIT A NEW ROSTER FORM.**

**DEADLINE: Friday, March 15, 2013.** A team will not be accepted unless franchise fee, nonresident fees, and a team roster (with names, addresses and phone numbers) are all submitted by March 15. **Please Note:** A player who works in the City must still pay the nonresident fee if such player lives outside the City of Alexandria.

**LEAGUE PLAY:** Starts week of March 25 and continues through mid July (including playoffs).

**LEAGUE SCHEDULE:** 20 game regular season (10 doubleheaders). Minimum of the top four teams in each division per night advance to the league playoffs.

**CHANGES IN ROSTER:** May be made through April 30. A \$25 nonresident fee must accompany the written change if an added player lives outside the City of Alexandria.

**EQUIPMENT:** Teams must furnish their own uniforms. Teams must provide one new restricted flight (red stitch) softball per game.

**LEAGUE FORMAT: Recreation and Competitive Divisions,** Tuesday through Thursday. Indicate your preference of division and night of the week on your roster form. Please list your first 2 choices. All teams will play some games on Fridays. **Please Note:** The Department of Recreation, Parks and Cultural Activities reserves the right to place teams in a skill level based on past team performance. Teams will not be moved without first consulting the team manager.

**MANDATORY MANAGERS MEETING: 8:15 p.m., Thursday, March 21, 2013** at the Lee Center, 1108 Jefferson Street. **We require all teams send one representative to the managers meeting.**

**If you have any questions, please call the Adult Sports Office at 703.746.5409**







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## **2013 SPRING COED VOLLEYBALL INFORMATION**

**FRANCHISE FEE: \$450** (No cash accepted). Make checks or money orders made payable to "City of Alexandria".

**ROSTER:** Limited to a maximum of 6 men and 6 women, and a minimum of 4 of each. First priority will be given to teams comprising 60% City Residents; Second priority will be given to teams meeting the 90% affiliation rule (90% of team members must be either City residents, employed full time in the City, be a member of a recognized City civic group, or a member of a church within the City limits); and Third priority will be given to all other teams. **ALL TEAMS MUST SUBMIT A NEW ROSTER FORM**

**DEADLINE: Friday, March 15, 2013.** A team will not be accepted unless franchise fee, nonresident fees, and a team roster (with names, addresses and phone numbers) are all submitted by March 15. **Please Note:** A player who works in the City must still pay the nonresident fee if such player lives outside the City of Alexandria.

**LEAGUE PLAY:** Starts week of April 2 and continues through mid June (including playoffs).

**LEAGUE SCHEDULE:** 10 match regular season. A match consists of the best of three rally point games. Games 1 & 2 will be 25 rally point games, and game 3 (tiebreaker) will be a 15 rally point game. A 45-minute time limit will be in effect for all matches. Whichever team is ahead by at least 2 points when time expires wins the game. Minimum of the top four teams in each division advance to the league playoffs. **USAV Rules Apply.**

**CHANGES IN ROSTER:** May be made through April 30. A \$25 nonresident fee must accompany the written change if an added player lives outside the City of Alexandria.

**EQUIPMENT:** Teams must furnish their own uniforms.

**LEAGUE FORMAT: Recreation and Competitive Divisions,** indicate your preference of division and night of week on your roster form. Please list your first 2 choices. **Please Note:** The Department of Recreation, Parks and Cultural Activities reserves the right to place teams in a skill level based on past team performance. Teams will not be moved without first consulting the team manager.

**MANDATORY MANAGERS MEETING: 8:00 p.m., Wednesday, March 20, 2013** at the Lee Center, 1108 Jefferson Street. **We require that all teams send one representative to the managers meeting.**

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**alexandriava.gov/recreation**

**Zip Code Guide**  
**City of Alexandria Addresses**

Please use this guide to assist you in determining residential status of a player. If you need further assistance in determining residency, call the Adult Sports Office at 703.746.5409.

Players who reside in the following zip code area are City of Alexandria residents:

22301	22305
22302	22314
22304	

The **22311** and **22312** zip codes are partially in the City of Alexandria and Fairfax County. Players who reside in 22311 and 22312 zip code areas should verify residency with the Adult Sports Office.

Although the following addresses have an Arlington mailing address, players residing in these areas are City of Alexandria residents:

2700 - 2799	South Walter Reed Drive	22206
5000 - 5057	South 25 <sup>th</sup> Street	22206
4900 - 4999	South 28 <sup>th</sup> Street	22206
4900 - 4999	South 30 <sup>th</sup> Street	22206
2800 - 3099	South Columbus Street	22206
2900 - 2999	South Dinwiddie Street	22206

The following zip codes, although having an Alexandria mailing address, **ARE NOT** located within the City of Alexandria, and players residing in these zip code areas must pay the \$25 nonresident fee:

22303	22309
22306	22310
22307	22315
22308	

Proof of residency may be verified by the players' driver's license, utility bill, lease or rent contract, City of Alexandria tax assessment or City of Alexandria Voter Registration Card.

**All players residing outside the City of Alexandria,**  
**regardless of where they work, must pay the \$25 nonresident fee.**





**ALEXANDRIA DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES - OFFICIAL ADULT SPORTS' TEAM ROSTER FORM**

In consideration of the City of Alexandria Department of Recreation, Parks and Cultural Activities conducting various programs, the undersigned, realizing the risk of injury attendant to such programs, does/do hereby and forever discharge the City of Alexandria, its officers, agents, and including but not limited to the Department of Recreation and its supervisors, from any and all actions, causes of action, claims and demands for, upon or by reason of any injury which hereafter at any time may be sustained by participation in such programs.

**As a coach and/or player, I will abide by the City of Alexandria's Code of Sportsmanship by demonstrating fair play and sportsmanship to my teammates and my opponent at all times. Failure to follow the Code of Conduct will lead to disciplinary action by the City of Alexandria against myself or my team.**

Full Name	Full Street Address (include apartment number)	City, State & Zip	R/N R	Email	Signature

**In the space provided above, indicate "R" for City of Alexandria Resident and "NR" for Nonresident**

**Sport:** ☐ Softball ☐ Soccer **Gender:** ☐ Men ☐ Coed **Skill Level:** ☐ Recreation **Available Weeknight** (check all that apply): ☐ Mon ☐ Tue  
☐ Volleyball ☐ Basketball ☐ Women ☐ Competitive (1<sup>st</sup> Choice: \_\_\_\_\_ - Does not include Soccer) ☐ Wed ☐ Thu

Team Name: \_\_\_\_\_

Manager: \_\_\_\_\_ Full Address: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Co-Manager: \_\_\_\_\_ Full Address: \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Manager's email: \_\_\_\_\_ Co-Manager's email: \_\_\_\_\_

**Please be advised: Incomplete rosters may result in teams not being accepted in preferred league play.**

